



## UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

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### VACANCY ANNOUNCEMENT

<b>POSITION:</b>	Docket Clerk
<b>ANNOUNCEMENT:</b>	23-04
<b>LOCATION:</b>	Greensboro, NC
<b>CLASSIFICATION LEVEL/SALARY:</b>	CL 23-25 (\$37,357 - \$74,271) <i>Depending on experience and qualifications.</i>
<b>TERM:</b>	Permanent
<b>CLOSING DATE:</b>	Open until filled <i>Priority consideration given to applications received by <b>June 9<sup>th</sup>, 2023.</b></i>

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### POSITION DESCRIPTION

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Docket Clerk in Greensboro, N.C.** The Docket Clerk is an employee of the clerk's office, whose duty station is in Greensboro. Duties of the position include reviewing incoming documents to determine conformity with appropriate rules and court practices and notifying any interested parties of discrepancies. Makes entries of documents and proceedings to the docket, ensuring that all automated entries are appropriately linked for proper case management. Collects appropriate fees. Files, scans, and enters information into the docketing system, for conventionally filed documents. Other duties will include answering the Clerk's office public telephone line and answering procedural questions and case inquiries.

### QUALIFICATIONS

- Requires a high school diploma or equivalent.
- Ability to keep detailed records neatly and accurately.
- Ability to type quickly and accurately.
- Knowledge and skill in the use of computer software, such as word processing and spreadsheet applications.
- Exceptional organizational skills, particularly priority and time management capabilities.
- Strong verbal and written communication skills.
- The ability to work both independently and as part of a team.
- Unquestioned integrity and a positive, "can do" attitude.

Requires one-year specialized experience equivalent work at CL-23 to qualify for CL-24 and two-years specialized experience, including at least one-year equivalent work at CL-24 to qualify for CL-25. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in courts, law firms, legal counsel offices, banking and credit firms, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll

operations.

## **BENEFITS**

Federal benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System and matching and tax-deferred Thrift Savings Plan. Optional participation in Federal Health Insurance, Federal Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and private long term disability insurance.

## **INFORMATION FOR APPLICANTS**

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. As a condition of employment, the final candidate will be subject to a background investigation. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

## **TO APPLY:**

Submit resume, a completed Application for Federal Employment, and a cover letter (all in PDF format) stating the reasons for your interest in the position to [ncmdml\\_persnnl@ncmd.uscourts.gov](mailto:ncmdml_persnnl@ncmd.uscourts.gov).

\*Travel and relocation expenses will not be reimbursed.

*The United States District Court is an Equal Opportunity Employer.*